

CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Approve Destruction of Certain Finance Department Records

MEETING DATE: April 19, 2000

PREPARED BY: Finance Director

RECOMMENDED ACTION: That the City Council approves the destruction of the hereinafter-listed City of Lodi records.

BACKGROUND INFORMATION: In accordance with Government Code, section 34090, permission is requested to destroy the following obsolete City records:

1. Administrative Leave Balances	01/97-12/98
2. Employee Balances & Step Increases	01/97-12/98
3. Vacation Accruals	01/97-12/98
4. Overtime Reports	01/97-12/97
5. Union Dues Deductions	01/97-12/98
6. Payroll Changes	01/97-12/98
7. Revenue Ledgers	1995-1996
8. Expense Appropriation Ledgers	1995-1996
9. Miscellaneous Memorandums (Journal Vouchers)	07/95-06/96
10. Canceled Bank of America Payroll checks	1997-12/98
11. Canceled Farmers & Merchants Bank Checks (Accounts Payable Checks)	1997-12/98
12. Farmers & Merchants Bank and Bank of America Bank Statements	06/88-07/90
13. City Rent Insurance	07/91-06/92
14. Informal Quotations Received	1991-1992
15. Window Receipts	1994-1995
16. Business License Applications	1994-1995
17. Cash Receipt Registers	1994-1995
18. Inactive Account Registers	1994-1995
19. Inactive Accounts in Arrears Records	1994-1995
20. Collector's Daily Reports	07/95-06/96
21. Utility Customer Contracts	1994-1995
22. Utility Billing Registers	1994-1995
23. Expense by Object	07/95-06/96
24. Fuel and Lube Reports	07/94-06/95
25. General Ledger Entry Register	07/96-06/97
26. Subledger Entry Register	01/94-12/94
27. Employee Advance Ledgers	1992-1993
28. Vehicle Operating Costs	07/95-06/96
29. Accounts Payable Claims	07/94-06/97
30. Long-Term Disability Reports	1997-1998
31. Labor Balance Reports	1997-1998
32. Fringe Benefits Reports	1997-1998
33. Personal Computer Loans	1997-1998
34. Year-to-Date Earnings Reports	1997-1998

APPROVED: _____


H. Dixon Flynn -- City Manager

35. Payroll Integrity Reports

10/98-12/98

FUNDING: None required.

A handwritten signature in black ink, appearing to read "Vicky McAthie".

Vicky McAthie
Finance Director

VM:VK:ss

Prepared by Veronica Kramer, Accounting Technician

RESOLUTION NO. 2000-59

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING
DESTRUCTION OF CERTAIN RECORDS RETAINED BY THE
FINANCE DEPARTMENT

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WHEREAS, in accordance with Government Code Section 34090, the City Attorney has filed his written consent to the destruction of certain records retained by the Finance Department, an inventory of which is attached hereto, marked Exhibit A, and thereby made a part hereof;

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that:

1. The records heretofore identified are no longer required.
2. The Lodi City Council finds that the City Attorney has given his written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: April 19, 2000

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I hereby certify that Resolution No. 2000-59 was passed and adopted by the City Council of the City of Lodi in a regular meeting held April 19, 2000, by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Nakanishi, Pennino and Mann
(Mayor)

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – Land

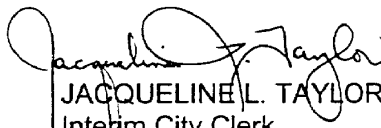

JACQUELINE L. TAYLOR
Interim City Clerk

EXHIBIT A - DESTRUCTION OF RECORDS

INVENTORY OF CERTAIN RECORDS RETAINED BY THE LODI FINANCE DEPARTMENT REQUESTED TO BE DESTROYED PURSUANT TO GOVERNMENT CODE SECTION 34090 AS SHOWN BELOW:

1.	Administrative Leave Balances	01/97-12/98
2.	Employee Balances & Step Increases	01/97-12/98
3.	Vacation Accruals	01/97-12/98
4.	Overtime Reports	01/97-12/97
5.	Union Dues Deductions	01/97-12/98
6.	Payroll Changes	01/97-12/98
7.	Revenue Ledgers	1995-1996
8.	Expense Appropriation Ledgers	1995-1996
9.	Miscellaneous Memorandums (Journal Vouchers)	07/95-06/96
10.	Canceled Bank of America Payroll checks	1997-12/98
11.	Canceled Farmers & Merchants Bank Checks (Accounts Payable Checks)	1997-12/98
12.	Farmers & Merchants Bank and Bank of America Bank Statements	06/88-07/90
13.	City Rent Insurance	07/91-06/92
14.	Informal Quotations Received	1991-1992
15.	Window Receipts	1994-1995
16.	Business License Applications	1994-1995
17.	Cash Receipt Registers	1994-1995
18.	Inactive Account Registers	1994-1995
19.	Inactive Accounts in Arrears Records	1994-1995
20.	Collector's Daily Reports	07/95-06/96
21.	Utility Customer Contracts	1994-1995
22.	Utility Billing Registers	1994-1995
23.	Expense by Object	07/95-06/96
24.	Fuel and Lube Reports	07/94-06/95
25.	General Ledger Entry Register	07/96-06/97
26.	Subledger Entry Register	01/94-12/94
27.	Employee Advance Ledgers	1992-1993
28.	Vehicle Operating Costs	07/95-06/96
29.	Accounts Payable Claims	07/94-06/97
30.	Long-Term Disability Reports	1997-1998
31.	Labor Balance Reports	1997-1998
32.	Fringe Benefits Reports	1997-1998
33.	Personal Computer Loans	1997-1998
34.	Year-to-Date Earnings Reports	1997-1998
35.	Payroll Integrity Reports	10/98-12/98

Dated: 4/13/00

Vicky McAthie
Vicky McAthie
Finance Director

APPROVED FOR DESTRUCTION

Dated: 4/13/00

Randall A. Hays
Randall A. Hays
City Attorney